

AIRPORT MAINTENANCE CREW CHIEF

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate skilled and technical work supervising maintenance of airport property, buildings, equipment and vehicles. Work is performed under the regular supervision of the Airport Manager. Supervision is exercised over assigned personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Overseeing and participating in building and grounds maintenance activities; conducting safety inspections; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises and assists trustees in the performance of janitorial duties, trash removal, mowing and general grounds maintenance work including snow removal on all runways, taxiways, sidewalks and general traffic areas.
- Transports trustees to and from County adult detention center.
- Inspects all runways, taxiways, ramps, tie down areas, safety zones and perimeter fencelines for wildlife or debris which could pose a safety issue with arriving or departing aircraft; makes or arranges for necessary repair.
- Inspects all airside lighting and navigation systems for problems or malfunctions.
- Inspects and maintains security fencing and access gates.
- Performs or makes arrangements for structural plumbing, electrical and mechanical repairs of all buildings and public areas.
- Purchases and maintains inventory of supplies, materials and parts needed to perform duties.
- Creates and maintains logs, spreadsheets and files pertaining to all maintenance, repairs and inventory.
- Meets with and assists any visitors, officials, contractors or tenants as needed.
- Researches, trains and assumes responsibility for maintenance on new systems as they are added to Airport lighting and navigational systems.
- Meets with Airport Manager to receive updates, priority changes and to report any problems or issues; assumes partial on site and on call duties of Airport Manager as needed.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods, materials, tools and equipment used in airport facilities maintenance and repair; thorough knowledge of hazards and safety precautions associated with type of work assigned; thorough knowledge of applicable codes, pertinent inspection and safety requirements; skill in the use of hand and power tools of the trade; ability to recognize and diagnose problems; ability to follow oral and written instructions; ability to plan and supervise the work of others; ability to work from sketches, blueprints and drawings; ability to maintain records; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable experience in airport facilities maintenance and repair.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.